![Colorado Bureau of Investigation, Department of Public Safety]

# CJIS VENDOR MANAGEMENT PROGRAM
## Instructions for Agencies

## OVERVIEW

### ABOUT THE PROGRAM

The CBI Crime Information Management and Identification Units are proud to present the **CJIS Vendor Management Program**. This Program is designed make it easier for vendors who contract with Colorado criminal justice agencies to meet CJIS Security Policy standards. By streamlining the fingerprinting process and the audit process where applicable, the CBI anticipates greater options will become available for the use, management, and sharing of CJIS data in Colorado.

Because CJIS Compliance is a process that can change as technology and law enforcement's business needs change, participation in this Program does not guarantee CJIS certification. However, it demonstrates a working knowledge of CJIS standards and a commitment to maintain these high standards.

### WHY DOES THE PROGRAM EXIST?

The CJIS Security Policy written and maintained by the Federal Bureau of Investigation is the standard by which all criminal justice agencies nationwide must protect the sensitive data they possess and share with authorized entities. Section 5.12.1 of the policy states that private contractors and vendors with access to criminal justice information (CJI) must submit a set of fingerprints for state and national fingerprint-based record checks. Previously, these vendors were required to submit fingerprints for each employee with physical, logical, or indirect access to CJIS data, for each agency with which they contract. This occasionally proved to be cumbersome for vendors and contracting agencies, and was sometimes cost-prohibitive as each set of fingerprints requires a processing fee of $39.50.

The CJIS Vendor Management Program consolidates the fingerprint background check process so that vendors only need to fingerprint their personnel once for enrollment in the Program. The Program cuts the fingerprint processing fees down to a one-time payment of $39.50 per participating employee. Criminal justice agencies, when contracting with a participating vendor, can query for a list of approved personnel who are fingerprinted, reviewed, and authorized for CJI access by CBI staff.

## VENDOR RESPONSIBILITIES

The CBI website provides a detailed overview of a vendor's responsibility to enroll in the Program, including signing the Vendor Agreement, applying for a fingerprint account, designating a Vendor Services Contact at their company, ensuring all personnel in the Program complete Security Awareness Training through CJIS Online, and notifying the CBI of when an enrolled employee leaves the company. Please refer vendors to https://www.colorado.gov/pacific/cbi/cjis-vendor-management-program for an outline of their responsibilities as well as the required forms.

It should be noted that vendors contracting with criminal justice agencies are not *required* by the CBI to participate, but the Program is the new preferred standard by which vendor fingerprints are processed, and Colorado law enforcement agencies may mandate the participation of their CJIS contractors.

For years, criminal justice agencies were required to submit vendor employee fingerprints under the Record Type (RTY) of VEN. These submissions required a processing fee of $39.50 and were submitted under the agency's individual ORI.

Fingerprint background check responses were then transmitted into the agency's designated Secure Document Delivery System (SDDS) account. These types of background checks are still allowed at the agency's request if, for example, the agency needs the vendor employee immediately and cannot wait for the company to apply for a new Vendor Management Program account. It should be noted that VEN fingerprints submitted under an agency ORI cannot be transferred to the Vendor Management Program, so if a vendor wishes to enroll in the future, the employee(s) must be re-fingerprinted for the Program.

## FINGERPRINTING

According to the Vendor Agreement, participating vendors must have their employees fingerprinted by a criminal justice professional, and the fingerprints must be submitted to the Colorado Bureau of Investigation for processing.

If your agency is assisting a vendor with obtaining fingerprints for their employees, please fill out the fingerprint cards using the following guide:

Each vendor enrolled in the Program will have an account beginning with COVCP. This account number is necessary upon submission because this is how the CBI knows whom to bill for the submission and which vendor to notify upon completion of processing.

The Reason Fingerprinted panel should contain **Vendor Management Program 17-1-204**. The full address of the vendor should be included in the Employer and Address panel.

As always, all identifying information should be present, such as full name, date of birth, physical identifiers, and address.



**The CBI is not accepting Vendor Management Program fingerprints via Livescan at this time.**
Mail fingerprint cards to:

Colorado Bureau of Investigation
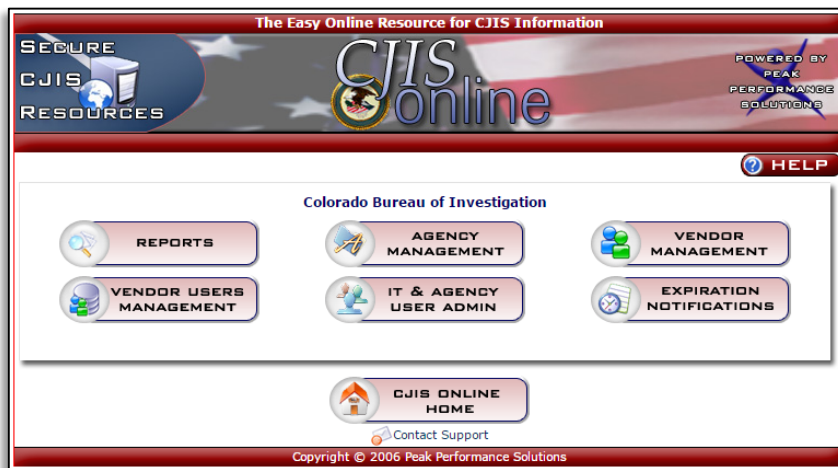690 Kipling Street, Suite 3000
Denver, CO 80215

## CONTRACTS

As mentioned above, vendors are not mandated to enroll in the Vendor Management Program; however, agencies may elect to incorporate participation into contracts in order to more easily facilitate the background check process.

The scope of the Vendor Management Program does not include acknowledgement of the CJIS Security Addendum, nor does it guarantee the vendor's policies and practices are CJIS compliant. Contracts between an agency and a vendor must still include the CJIS Security Policy by reference as well as the CJIS Security Addendum. The responsibility lies at the agency level, rather than with the CBI, to monitor the vendor's adherence to the CJIS Security Policy in its operations.

## CJIS ONLINE

CJIS Online is a resource for criminal justice agencies and vendors to use for providing and tracking the Security Awareness Training required by section 5.2 of the CJIS Security Policy. Generally, agencies who provide their own training are welcome to do so as long as the training covers the topics outlined in 5.2.1; however, for the purpose of the Vendor Management Program, vendors must use the Security Awareness Training within CJIS Online so their employees' certificates of training completion are visible to anyone accessing CJIS Online. There is currently no capability to add certifications for custom training.



The agency's CCIC Coordinator has the permissions needed to set up a vendor administrator within CJIS Online. Logging into CJIS Online through the Local Agency Admin function will display this screen. The Coordinator can click on the Vendor Management button to search for a vendor to see if they are listed in the directory and, if necessary, add them.

To set up a vendor administrator, the Coordinator must first ensure the vendor is listed in the directory, and then use the Vendor Users Management utility to add a vendor employee. This utility allows the Coordinator to designate at least one vendor employee as an administrator. Once an administrator is created, the Coordinator can provide the vendor admin with their username and password in order to add or remove their own employees.

CJIS Online can also be used for vendors to see whether their own staff have been cleared to participate in the Vendor Management Program. In the Vendor Users Management utility, an employee can be searched, and if there is an entry *made by the Colorado Bureau of Investigation* in the Fingerprint Information section of the employee's detail screen, the employee is authorized for the Program. Again, the entry must say Colorado Bureau of Investigation; other criminal justice agencies may make entries here, but this would not indicate participation in the Program.

## SUBSEQUENT ARREST NOTIFICATIONS

While the nationwide subsequent arrest notification system known as RAP-Back has not yet come to Colorado, Colorado employs its own state-level subsequent arrest notification system. If a participating vendor employee is arrested in Colorado, a notification will be sent to the CBI's Crime Information Management Unit (CIMU). CIMU staff will review the arrest and, if any disqualifying criteria are present, may revoke authorization to participate in the Program. In such instances, the Vendor Services Coordinator will be notified as well as the criminal justice agencies with which they contract. The responsibility for termination of access lies at the agency level.

## LINKING YOUR AGENCY WITH A VENDOR

In order to receive subsequent arrest notifications, it is imperative that agencies using the Vendor Management Program link their agency with the vendor by submitting the VCP-REQ form to the CBI. This will ensure that if any vendor personnel working within the agency are arrested in Colorado, the agency is promptly notified by the CBI.



To access the form, type VCP-REQ in the command line in OpenFox Messenger.

The Hiring Agency field must contain the agency ORI.

The Contact Name and information must be the contact at the agency—not to be confused with the contact at the vendor.

Please only submit the VCP-REQ form for vendors participating in the Program. If a VCP-REQ form is submitted for a nonparticipating vendor, the message will be returned to the originating terminal.
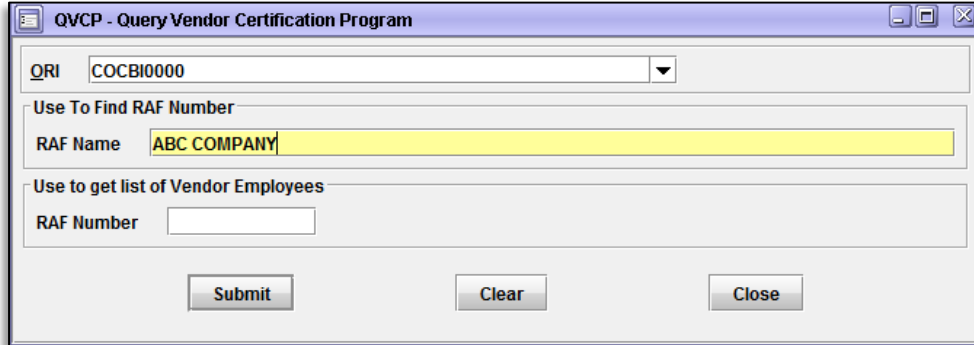
The form will generate the following message to be sent to the CBI:

PLEASE SET UP EVEN FOR CCH-CJIS VENDOR NOTIFICATION:

**VENDOR/**ABC COMPANY NAME.
**AGENCY/**COCBI0000.
**CONTACT/**EMILY PHILIP.
**CONTACT EMAIL ADDRESS/**EMILY.PHILIP@STATE.CO.US.
**PHONE/**3032394237.
**ADD OR REMOVE/**ADD.
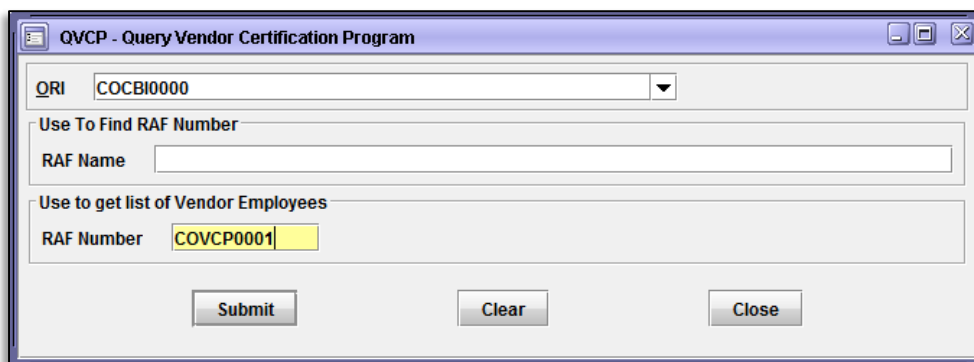
## CHECKING EMPLOYEE STATUS

Before allowing a participating vendor employee any access to CJI, confirm whether they are authorized to participate in the Program.



First, use the QVCP form in OpenFox Messenger to locate the vendor's account number. Vendor account numbers are nine digits in length and always begin with COVCP.

This search will return a message:

```
QVCP MATCH ON NAM: ABC COMPANY
*************************************
RAF/COVCP0001
RAF_NAM/ABC COMPANY LLC
****************************
```



Once the vendor account number is found, return to the QVCP form and query using the account number to return a list of vendor employees.

This search will return a list similar to:

```
Your query: QVCP: RAF/COVCP0001
RETURNED THE FOLLOWING EMPLOYEES:
********************************
NAM/SMITH,JOE TEST
DOB/19750310
SID/
VCP/PENDING
******************
NAM/JOHNSON,ANN SAMPLE
DOB/19640506
SID/
VCP/AUTHORIZED
******************
NAM/JONES,CHARLES Q
DOB/19790224
SID/
VCP/NOT AUTHORIZED
******************
NAM/GARCIA,JACK TEST
DOB/19751121
SID/
VCP/NO LONGER EMPLOYED
******************
```

*Pending = The fingerprints have been processed, and CBI staff is reviewing the results.*

*Authorized = No disqualifying criminal history found; applicant is eligible to work on or around CJIS data.*

*Not Authorized = Felony conviction or outstanding warrant discovered; applicant is not eligible to work on or around CJIS data.*

*No Longer Employed = The CBI was notified that the employee no longer works for this vendor.*